Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120075-2

REPORTS INVENTORY

CONTROL NO.

OL/SD/ MFB No. 2 STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report, include Form No.)

Storage & Support Section Daily Statistical Report

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [XX] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: one

5. FREQUENCY (weekly, monthly, quarterly, etc.): daily

6. DISTRIBUTION (No. of components not number of copies): one

7. FORMAT (memorandum, form, computer print-out, etc.): Memo

8. ADP PROCESSING: NA [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Chief, [redacted] STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

Storage & Support Section, Materiel Facilities Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

NA

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	$7.00		1/6		$1.17		252		$294.84
GS-05	3.15		1/4		.79		252		199.08

105 hrs

B. COSTS OF COMPUTER PRODUCED REPORTS NA

TOTAL COSTS PER YEAR: $493.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Management tool for space requirements for the [redacted] STAT

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[XX] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS STAT STAT

16. DATE OF INVENTORY: 28 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Support Section, Materiel Facilities Branch

18. EXTENSION

STAT

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Classification